

S E C R E T

## Office of Security

# Trends and Highlights

MAY 1977

S E C R E T

E2IMPDET  
CL BY 008003

**SECRET**

Approved For Release 2000/05/31 : CIA-RDP83B00823R000600050001-6

A&TD MONTHLY REPORT (U)

As of 31 May 1977

I.(C)Status of Positions and Personnel: (projected to 30 September 1977)

Professional  
Clerical

TOTAL

POSITIONS

PERSONNEL

25X9

II.(C)Non-ceiling Personnel:

One-Year Full-Time  
Part-time (contract and appointed)  
Confidential Correspondents  
Contract Stenographers

PERSONNEL

25X9

(U/AIUE)  
III./ Recap for period 1 - 31 May 1977:

EOD's: Professional - 1  
Clerical - 7

TOTAL 8

SEPARATIONS: Professional - 3  
Clerical - 3

TOTAL 6

(U/AIUE)  
IV./ Projected professional headroom (through 30 September 1977)

25X9

[REDACTED]

\*Includes 4 non-professionals serving in professional positions and 19 new EOD's

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DECLASSIFIED

V.(U) Training Activities

	<u>May 1977</u>	<u>YTD</u>
EOD Briefings	8	24
Miscellaneous Briefings	1	6
External Training Enrollments by OS Personnel	4	26
Enrollments in OS Training Courses	44	122
Enrollments in Agency Training Courses by OS Personnel	33	188

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25X1A

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1 JUN 1977

MEMORANDUM FOR: Deputy Director of Security (P&M)  
FROM: [REDACTED] STATINTL  
Chief, Security Records Division  
SUBJECT: SRD Productivity Data

Attached is a copy of the SRD Statistical Report -  
FY 1977, covering the period through May 1977.

[REDACTED] STATINTL

Att

cc: C/PPG

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SECURITY RECORDS DIVISION - CASE PROCESSING								FISCAL YEAR - 1977								
	APPLICANT	CONTRACT TYPE - I	CONTRACT TYPE - E	CSA	OA	SPECIAL INQUIRY	PA	MILITARY	CIVDET	INDCTR	NC	SAA	IND - RIP	IND - TS	IND - SEC	STATSPEC
OCT.	183	46	2	51	283	0	0	7	2	8	37	433	114	83	201	
NOV.	227	81	4	52	285	6	0	4	3	6	39	550	93	107	239	
DEC.	167	42	3	66	327	3	0	5	1	2	43	503	62	115	193	
JAN.	409	62	5	42	263	10	0	5	0	1	50	303	50	94	120	
FEB.	238	87	3	70	351	2	0	3	3	3	39	472	79	112	225	
MAR.	OSCCAR	REPORT	ON	CASE	PROCESSING	DISCONTINUED										
APR.																
MAY																
JUN.																
JUL.																
AUG.																
SEP.																
TOTAL																

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PART ONE

## STATSPEC

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## SECURITY RECORDS DIVISION - CASE PROCESSING

EISCAI - YEAR = 1977

0600050001-6

.FAA

NC - DCD

EMP - MAR

NC - CWD

RIP

CNSLT

CERTS

BSC / TBY

1000

ГЛАВА I. ТР

PENDING  
BEGINNING  
OF MONTH

RECEIVED

PENDING  
END OF MONTH

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## SECURITY RECORDS DIVISION - COMMUNICATIONS ACTIVITIES

FISCAL YEAR - 1977

	TELETYPE MESSAGES			DISPATCHES			CABLES			MANIFESTS		
	RECEIVED	TRANSMITTED	TOTAL	INCOMING	OUTGOING	TOTAL	INCOMING	OUTGOING	NON-AGENCY	TOTAL	INCOMING ITEMS	OUTGOING ITEMS
OCT.	1114	504	1618	64	32	96	788	322	956	2066	380	1679
NOV.	1255	510	1765	65	26	91	864	402	987	2253	461	2049
DEC.	1268	449	1717	55	25	80	872	326	947	2145	342	1687
JAN.	1235	482	1717	60	31	91	845	343	1105	2293	404	1520
FEB.	1384	463	1847	68	35	103	850	378	1063	2291	399	1837
MAR.	1795	564	2359	61	45	106	845	360	1825	3030	497	1987
APR.	1141	543	1684	66	36	102	747	365	1276	2388	411	1890
MAY	1118	540	1658	58	55	113	961	363	1097	2421	438	1862
JUN.												
JUL.												
AUG.												
SEP.												
TOTAL												

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SECURITY RECORDS DIVISION - INDICES ACTIVITIES

FISCAL YEAR - 1977

	PRIORITY REQUESTS	SCOPE SEARCHES	NAMES MANUALLY SEARCHED	NAMES CHANGED	SECURITY DOCUMENTS NUMBERED	CARDS PURGED	CARDS TYPED	CARDS FILED	TOTAL SANCA RECORDS
OCT.	845	7546	365	44	1394	214	657	2869	1,890,328
NOV.	1229	4471	1143	25	1188	337	1003	3255	1,892,703
DEC.	799	3132	618	30	781	198	461	2397	1,894,354
JAN.	877	3589	345	17	789	222	702	2489	1,896,192
FEB.	872	3183	376	17	1052	335	727	2966	1,898,006
MAR.	1017	4714	548	26	1395	372	862	3292	1,900,469
APR.	1023	3472	1086	36	871	788	859	4311	1,901,998
MAY	933	3980	552	37	1307	374	609	3260	1,903,700
JUN.									
JUL.									
AUG.									
SEP.									
TOTAL									

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SECURITY RECORDS DIVISION - FILING ACTIVITIES

FISCAL YEAR - 1977

	FILES REQUESTED	FILES PULLED	FOLDERS FILED	FILES RECHARGED	DELINQUENT FILES	DOCUMENTS FILED	UNFILED DOCUMENTS
OCT.	15258	13461	15201	5010	41	7032	1500
NOV.	12810	11359	15417	4319	40	5567	1500
DEC.	10632	9353	15582	3067	564	6384	500
JAN.	11378	11129	17625	5527	570	1867	3500
FEB.	15454	12602	15972	6396	127	9946	2000
MAR.	15484	14666	19942	3814	85	10859	1500
APR.	12779	11239	13074	3021	520	6310	2500
MAY	11858	10277	12184	6692	225	6321	3000
JUN.							
JUL.							
AUG.							
SEP.							
TOTAL							

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SECURITY RECORDS DIVISION - SYSTEMS SUPPORT BRANCH							FISCAL YEAR - 1977				
	NAME SEARCHES	SEARCHES OF NAMES FROM CASES	SANCA "HITS"	UPDATE TRANSACTIONS	OSCAR TRANSACTIONS	MISC KEY PUNCH ACTIVITY	TERMINAL "DOWN" TIME	DODCI REQUESTS SENT	NACC REQUESTS RECEIVED	NACC NO RECORDS SENT	DODCI REPLY CARDS RECEIVED
OCT.	8557	14602	19506	2906	14889	2249	6H20M	1758	1260	1438	2197
NOV.	6960	14434	17620	3837	16653	3066	10H15M	1791	1008	652	2665
DEC.	6070	12086	13920	2715	14835	4111	28H25M	2066	1076	1303	2105
JAN.	8216	14430	18646	2880	12978	8520	4H55M	1317	1230	743	1744
FEB.	7932	12951	20883	3325	15260	2023	3H05M	1817	1668	1314	2020
MAR.	12036	15088	23841	3718	14752	7019	30H	2111	2818	2172	2232
APR.	8344	12748	18036	4915	6130	5180	18H	2166	840	456	2013
MAY	12558	13318	58596	3685	0	10769	1H50M	1706	1766	1594	2251
JUN.											
JUL.											
AUG.											
SEP.											
TOTAL											

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SECURITY RECORDS DIVISION - RELEASE OF PERSONNEL SECURITY INFORMATION FISCAL YEAR - 1977

REQUESTS FROM OTHER AGENCIES				PERSONNEL SECURITY POSITIVE RELEASES				ACCREDITED AGENTS	AGENCIES REPRESENTED	
	PENDING BEGINNING OF MONTH	RECEIVED	COMPLETED	PENDING END OF MONTH	CASES REVIEWED BY AGENTS	FILES SUBMITTED FOR COORDINATION	SECURITY RESPONSES	DDU/ISG RESPONSES		
OCT.	135	3014	3006	143	198	14	191	30	319	54
NOV.	143	2603	2617	129	211	16	220	30	320	54
DEC.	129	3006	2977	158	167	32	191	26	307	55
JAN.	158	2549	2332	375	223	16	184	28	325	55
FEB.	375	4269	4247	397	190	29	302	27	323	54
MAR.	397	4866	4841	422	324	33	341	43	321	54
APR.	422	3335	3163	594	279	43	282	25	323	55
MAY	594	3718	3830	482	266	34	254	17	322	55
JUN.										
JUL.										
AUG.										
SEP.										
TOTAL										

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SECURITY RECORDS DIVISION - ANALYSIS ACTIVITIES

FISCAL YEAR 1977

	SECURITY CASES REVIEWED					PURGE ACTIVITY		
	PENDING BEGINNING OF MONTH	CASES RECEIVED	CASES ANALYZED	PENDING END OF MONTH	SUMMARIES PREPARED	FILES SELECTED FOR PARTIAL PURGING	FILES SELECTED FOR TOTAL PURGING	TOTAL FILES REVIEWED
OCT.	32	645	655	22	179	21	648	3082
NOV.	22	720	723	19	221	13	182	935
DEC.	19	576	570	25	177	3	417	1038
JAN.	25	560	549	36	131	18	862	1850
FEB.	36	663	678	21	197	14	297	1517
MAR.	21	722	719	24	213	7	206	1915
APR.	24	636	648	12	206	62	199	1677
MAY	12	648	653	7	157	75	493	1459
JUN.								
JUL.								
AUG.								
SEP.								
TOTAL								

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SECURITY RECORDS DIVISION - MICROFICHE & RETIREMENT ACTIVITIES FISCAL YEAR - 1977

	FILES SELECTED FOR TOTAL PURGING	FILES RETURNED TO SHELVES	FILES SELECTED FOR MICROFICHING	TOTAL FILES REVIEWED	PAGES MICROFICHED	FILES MICROFICHED	TOTAL FILES ON MICROFICHE	RETired FILES IN RECORDS CENTER	FILES RECALLED FROM RECORDS CENTER	FILES REACTIVATED FROM RECORDS CENTER
OCT.	25	680	579	1284	30973	650	82,365	248,723	160	30
NOV.	31	792	750	1573	40838	704	82,998	248,679	243	44
DEC.	0	560	607	1167	28948	538	83590	248,621	414	58
JAN.	5	600	527	1102	27020	545	84041	248,573	360	48
FEB.	12	546	585	1143	28896	660	84586	248,528	217	45
MAR.	15	1038	952	2005	38985	795	85395	248,453	384	75
APR.	10	692	783	1485	40656	729	86254	248,408	221	45
MAY	8	576	725	1309	40035	603	86794	248,370	201	38
JUN.										
JUL.										
AUG.										
SEP.										
TOTAL										

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16 June 1977

MONTHLY HIGHLIGHTS REPORT (U)  
Special Security Center  
May 1977

(U/FOUO)

1./ The Compartmented Information Branch (CIB) during May deleted 936 names from the SPECLE Computer and added 1,431 names bringing the total number of names in SPECLE II to 115,291 on record at the end of May 1977. There were 1,888 cable actions conducted by CIB personnel. Twenty-Five hardcopy computer reports and seven microfiche were supplied to various Intelligence Community customers during May.

(U/FOUO)

2./ Three Hundred Twenty-Two briefings were given to 153 CIA employees. In addition 202 briefings were presented to 74 non-CIA personnel, as follows:

<u>U. S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
WH/OTP	1	2
WH	8	51
WH/CEA	1	3
Justice	11	23
Commerce	4	9
USIA	2	4
GSA/FPA	1	2
NSC	4	6
Office of V.P.	5	15
GSA	4	7
FCC	2	2
OMB	12	26
LEGBR/SSCI	3	9
NOAA	1	1
DEA	1	2
USDA	2	4
WH/IOB	1	11
IC	2	6

E2 IMPDET  
CL BY 063491

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e. Non-NFIB Organizations: (continued)

President Ford Library (Temporary)  
University of Michigan

Defense Nuclear Agency

Department of the Interior

Nuclear Regulatory Commission

25X1A



Chief  
Special Security Center

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6 June 1977

MEMORANDUM FOR: Policy and Plans Group  
[REDACTED]  
FROM: [REDACTED] STATINTL  
Chief, Information Review Group  
SUBJECT: Status Report

During the month of May, the Information Review Group received 204 Privacy Act cases and closed 205. Pending at the end of the month was 216. During the same period, we received 32 Freedom of Information Act cases and closed 23. Pending FOIA at the end of the month was 42.

STATINTL



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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - MAY 1977

The Information Systems Security Group completed thirty-nine cases during the month of May 1977. Statistically, the cases break down as follows:

Management	16
Information Systems Security	16
Top Secret Control	<u>7</u>
TOTAL	39

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Monthly Activities of the PSI Directorate  
(May 1977)

1. (C) Clearance Division Activity

Total Cases Received	1458
Total Field Cases Received	444
Total Cases Processed	1727
Total Field Cases Processed	476
Total Cases Pending	2186
Total Field Cases Pending	1061

2. (C) Field Office Investigative Assignments

Total Received	1268
Total Completed	1298
Total Pending	1795

3. (C) Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	3038
--	------

External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	944
---	-----

Polygraph

Overt	192	[REDACTED]	25X1A
Covert	19		
RIP	70		
Total			281

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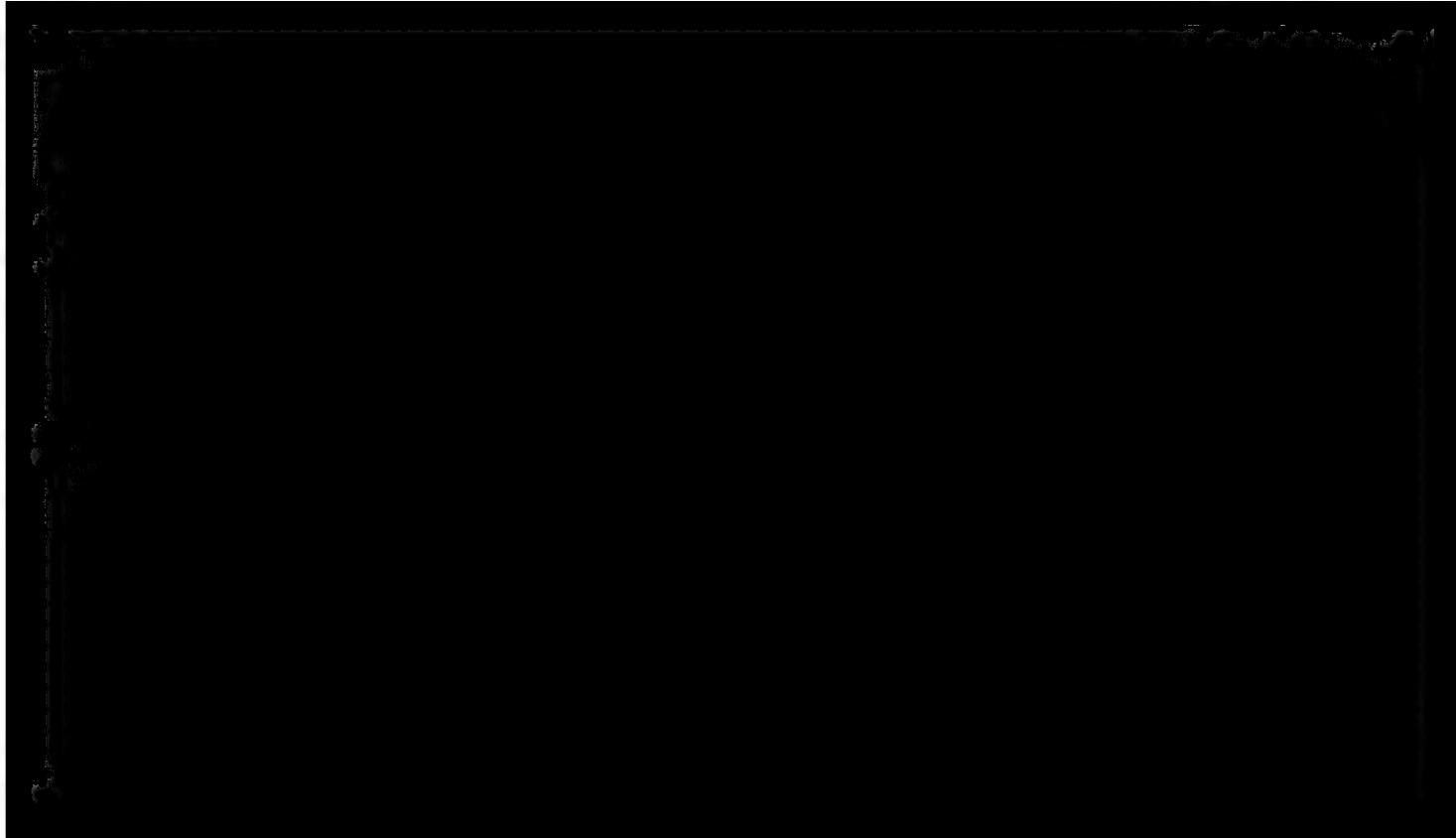
PHYSICAL SECURITY DIVISION

OFFICE OF SECURITY

Monthly Report MAY 1977

25X1A

Cumulative



2. DOMESTIC ACTIVITIES (C)

Survey Activity:

25X1A	Completed	2	39
Washington Metropolitan	Completed	5	57
Facilities Surveys	Completed	0	44
Non-Agency Facilities	Surveys		
Completed			

25X1A [REDACTED] Program - 192 Manhours, cumulative = 977 manhours.

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~~CONFIDENTIAL~~PhySD Monthly Report MAY 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Advice and Guidance	125	522
Security Violations Program		
Investigated Domestically	79	491
Domestic Charged	49	277
Overseas, Correlated/Charged	2	106
Briefings	1	3
Investigations	4	33
Support Activities	2	31
Special Projects or Assignments	14	71

3. HEADQUARTERS ACTIVITIES (C)

Security Duty Office		
Incidents Involving Written Reports	63	525
Security Assistance Cases	1,782	14,097
Security Inspections of Agency Facilities	290	2,281
Receptionist Section		
Total Number of Visitors Processed	10,837	81,379
Collateral Clerk Office		
Number of Fines Collected	130	1,379
Money Collected	\$845	\$8,751
Identification Section		
Staff Badges Issued	620	7,069
VNE Badges Issued	106	1,283
Credentials Issued	247	1,165
Staff Badges Destroyed	90	1,558
VNE Badges Destroyed	87	538
Credentials Destroyed	72	589
Security Services Section		
Security Equipment Service Calls	963	7,786
Special Support Assignments/Man-hours	475	2,287
[REDACTED] Escort Assignments	817	8,944
Armed Escort Assignments/Man-hours	31	636

25X1A

4. SAFETY ACTIVITIES (U/AIUO)

Safety Surveys		
Man-hours	0	23
Special Safety Inspections		
Man-hours	0	879
	8	72
	17	122

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PhySD Monthly Report MAY 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	1	7
Accident Reports Processed	56	460
Analytical and Statistical Reports Prepared	0	8
Training Given		
Formal Full-time Programs	1	6
Number of Students	15	88
Student Man-days	75	383
Briefing Sessions		
Number of Sessions	9	62
Number of Attendees	147	1,526
Student Man-hours	171	2,424
Special Programs		
Number of Attendees	1	3
Safety Literature Distributed	496	3,186
Fire Alarm Tests Conducted	3,149	29,255
Support Actions	0	0
Fire Drills	23	207
	1	3

5. Physical Security Division Travel (C)

Man-days on Overseas TDY	30	612
Man-days on Domestic TDY	62	252
Total Man-days on TDY	92	864

6. Physical Security Division Training (U)

Man-hours Receiving Training	439	2,651
Man-hours Conducting Training	332	1,222

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25X1A

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Cumulative  
Total FY 77

Monthly

3.(C)BRIEFINGS AND SERVICES

Briefing Program

Briefings Conducted	9	43
Personnel Briefed	<u>232</u>	<u>920</u>

Training

25X1A	Personnel Trained in Security Equipment (Locks, Safes, etc.)	19	108
	Personnel Trained [REDACTED]	4	43
	Man Hours Spent in Training	<u>64</u>	<u>629</u>

Procurement

Material Requisitions Initiated	12	153
Dollar Value of Procurements Initaited	<u>\$9,785.77</u>	<u>\$846,755.88</u>

4.(C)ENGINEERING AND PLANNING

25X1A	Liaison Meetings with Other Agencies	1	16
	R&D Contracts Followed	<u>11</u>	<u>15</u>
	Dollar Value of Contracts in R&D	<u>\$863K</u>	<u>\$1,084,000</u>
	Technical Security Division Contracts Monitored	9	14
	Dollar Value of Technical Security Division Contracts	<u>\$1,588,000</u>	<u>\$1,558,000</u>
	Visits with Contractors	<u>2</u>	<u>29</u>

5.(C) TRAINING

Weeks of Regularly Scheduled Training	3	19
Number of Students	<u>13</u>	<u>127</u>
Weeks of Special Training	0	1
Number of Students	0	3

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
6.(C) <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	176	983
Man Days on Domestic TDY	64	205
Total Man Days on TDY	240	1188
7. (C) <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	18	244
Man Days in External Training	0	0
8.(C) <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	18	224
Man Hours Providing Logistical Support	585	3660

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of Trends and Highlights for May 1977

FROM:

Deputy Director of Security (P&amp;M)

25X1A

EXTENSION

NO.

DATE

29 JUN  
1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PSI

6/30/77

JF

1-3

2.

DC/CD

3.

C/CD

6/30/77

JF

I believe C1  
figures ... total

4.

DC/SSD

5.

C/SSD

6.

FOC/PSI

7.

C/PPG

8.

7/5/77

JF

476  
is encaret  
also total rec'd  
444.

Sgt

DD/PSI you are  
Correct. mistake  
has been corrected  
& figures changed.

12.

13.

14.

15.

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of Trends and Highlights for May 1977

FROM: [REDACTED] 25X1A EXTENSION NO.  
Policy and Plans Group 3 5311  
4E-70 HQS

DATE 21 June 1977

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG	27 June 77	27 June 77	TJB	
2. DD/P&M	27 JUN 1977	27 JUN 1977	K	
3. DD/S		5 JUL 1977	SJS	
4. D/S		5 JUL 1977	SJS	
5. DC/SRD	5 JUN 1977	5 JUN 1977	RH	
6. C/SRD	5 July 77	802		
7. C/IRG	11 July 77	JAS		
8. C/ISSG	12 July 77	99A		
9. C/SSC	12 July 77	RL		
10. C/CIB	13 July 77	UP		
11. C/A&TD	14 JUL 1977	TYR		
12. C/PB	14 July	135		
13.				
14. C/PPG				
15.				

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)		Office of Security Monthly Report of Trends and Highlights for May 1977		
FROM:	25X1A	EXTENSION	NO.	
Deputy Director of Security (P&M)		5861	DATE	29 JUN 1977
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DD/PTOS	30 JUN 1977			
2. C/OPS/PTOS	30 JUN 1977			
3. DC/PhySD				
4. C/PhySD				
5. DC/TSD			\$	
6. C/TSD			151	
7. C/OPS/PTOS	11 JUL 1977	11	P	
8. C/PPG				
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